

St. Joseph Donut Sunday Procedures

Week Prior to Donut Sunday

1. Call Pick n Save on 127th and Capitol (262-783-7502) to place order by 9 a.m. Thursday:
 1. 10 dozen assorted sweet rolls
 2. 1 dozen plain cake donuts
 3. 4 dozen hard rolls
 4. (Check the calendar for events that might lead to a lower turnout after the 10:30 Mass, such as noon Packer games; if there is such an event, order on the lower side.)
2. Get a building key *AND* a kitchen key from the parish office staff.
3. The parish secretary will take care of information for announcements at Masses..
4. **Make a sign** to let people know your group is handling Donut Sunday. You also may **display other signs or materials to promote awareness of your ministry** or to seek volunteers to join your ministry.

On Donut Sunday

1. Pick up donuts, 3 gallons of juice and 2 gallons of milk, butter/margarine for hard rolls and creamer at 7:30 a.m. Pay the costs with a personal credit card and save the receipt for reimbursement (see next page). Tell the clerk the order is tax-exempt for St. Joseph Parish.
2. Coffee, juice and coffee cups, napkins, and plastic knives are in two lockers labeled “Donut Sunday” in the closet on the southwest side of the kitchen. Sugar is in individual packets in one of the cupboards on the west wall.
3. Start the coffee. Use the large urn for regular and smaller one for decaf.
 - a. Coffee measurements are marked on a sheet taped to the wall.
 - b. Make 50-60 cups of regular and 25-30 cups of decaf
 - c. Put urns on sturdy wheeled cart, wheel out to the hall and plug in to the outlet on the support pillar due east of the north kitchen door. Make sure the outlet works; sometimes they are tripped or not “hot.”
 - d. Coffee takes about 1-1/4 hours to brew, so start it no later than 7:30 a.m.**
4. Start preparing donuts and hard rolls.
 - a. Cut donuts and hard rolls in half vertically. Place donuts and rolls on plastic trays, and place on the long tables outside the kitchen. Replenish as needed.
5. Place a donation basket at the start of the line.
6. Put out napkins (don't use plates), and butter and plastic knives for hard rolls.
7. Start pouring orange juice and milk into 5-ounce cups and place on a separate table near the coffee. (Or: **pour ahead of time and place on trays in cooler until needed.**)
8. Put sugar/sweetener, stir sticks, creamer packets or cream, and 8-ounce coffee cups on the coffee table

After the 10:30 Mass:

1. Return unused paper goods, sugar/sweetener, etc. to the Donut Sunday lockers.
2. Refrigerate unused milk, juice and creamer - **Date per Health Dept. Rules**
3. Clean off all the counters, tables and chairs, using the Donut Sunday cleaning spray and paper towels. Sweep the kitchen floor if you made a mess.
4. Clean the coffee pots and trays.
5. Place used cardboard sweet roll boxes, plastic donut containers and rinsed plastic milk and juice containers in the large recycling bin in the parking lot.
6. Box up leftover donuts and bag leftover rolls. If there is a lot left over, we can take it to St. Ben's. If there is not much, possibly leave it for another event at the parish hall that day, such as Youth Ministry.
7. Turn out the lights. Lock the kitchen door. Make sure other doors are locked.
8. Enjoy the rest of the day!

Monday After Donut Sunday

1. Take the following to the parish office:
 - a. Kitchen and building keys
 - b. Donations in a sealed bag, signed by two unrelated adults.**
 - c. Any receipts needed for personal reimbursement
 - a. If you turn in this in Monday, a check will be cut for you on Tuesday

Donut Sunday Supplies

(these items should be on hand; Pastoral Council's donut Sunday coordinator is in charge of keeping supplies current)

- 8-ounce coffee cups
- 5-ounce juice and milk cups
- napkins
- coffee stir sticks
- regular coffee
- decaf coffee
- plastic knives

Contact David Niles with any issues or needs. 414-617-6597.